



**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

**NOTICE
N 8300.121**

Effective Date:
6/12/06
Cancellation Date:
6/12/07

**SUBJ: USE AND DISTRIBUTION OF FAA FORM 337, INCLUDING AUTOMATED
SUBMISSION AND RETENTION SYSTEM (ASRS)**

1. PURPOSE. This notice provides new information on procedures and requirements for the users of Federal Aviation Administration (FAA) Form 337, Major Repair & Alteration (Airframe, Powerplant, Propeller or Appliance).

2. DISTRIBUTION. This notice is distributed to the division level in the Flight Standards Service in Washington headquarters; the branch level in the regional Flight Standards Divisions; the Flight Standards District Offices (FSDO); and to the Regulatory Standards Division at the Mike Monroney Aeronautical Center. This notice is also distributed electronically to the division level in the Flight Standards Service in Washington headquarters and to all regional Flight Standards divisions and district offices. This information is also available on the Federal Aviation Administration's (FAA) Web site at:

http://www.faa.gov/library/manuals/examiners_inspectors/8300/notices/.

3. BACKGROUND. Title 14 of the Code of Federal Regulations (14 CFR) part 43, appendix B, section (a) (3) states that, each person performing a major repair or major alteration shall forward a copy of FAA Form 337 to the local FSDO within 48 hours after the aircraft, airframe, aircraft engine, propeller, or appliance is approved for return to service. Section 43.12 further describes the requirements and consequences, regarding the falsification, reproduction, or alteration of maintenance records and section 43.9(d) places the responsibility of data quality and information listed on the form to the person performing the work.

a. Flight Standards aviation safety inspectors (ASI) traditionally perform a review for completeness and conformity prior to submission to the FAA Registry in Oklahoma City, OK.

b. Since data quality is the responsibility of the submitter, the ASI will no longer perform that function.

4. DISCUSSION. This change procedurally relieves both industry and the FAA, so it is imperative that users of FAA Form 337 comply with all regulatory requirements for return to service and submission to the FAA Registry. FAA inspectors are available to provide assistance with any question or concern relative to the process.

a. In the calendar year 2006, the FAA expects to launch an automated version of FAA Form 337. The system will provide query capability for data retrieval by the FAA, an auto fill function for the user, and an electronic interaction with all of the workflow scenarios presently used.

b. Persons performing major repairs or major alterations will have the option of recording those actions using the automated form, which will be submitted directly to the FAA Registry or continue with the traditional paper copy which is sent to the local FSDO for collection and forwarding to the FAA Registry. Procedures are currently being developed to better coordinate both methods of submission.

5. ACTION. In order to accommodate the Automated Submission and Retention System, FAA Form 337 has been slightly modified to allow a search of existing databases. These changes will be reflected as an official change to the Office of Management and Budget form.

a. The FAA Form 337s submitted electronically will go directly to the FAA Registry and ASIs will have the ability to query and/or spot check at his or her discretion.

b. The forms submitted by paper copy will be sent to the FSDO for collection and forwarding to the Registry.

c. Policy and procedural guidance material will be revised to accommodate this change. Prior to release, ASI's with appropriate authority will be given digital signature authorization for field approval applications.

6. DISPOSITION. This notice will be incorporated into Order 8300.10, Airworthiness Inspector's Handbook, volume 2, chapter 1, section 1; 14 CFR part 43, appendix B; and Advisory Circular 43.9-1E, Instructions for Completion of FAA Form 337 (OMB No. 2120-0020), Major Repair and Alteration (Airframe, Powerplant, Propeller, or Appliance). All questions or comments should be directed to Bob Stockslager, General Aviation and Repair Station Branch, AFS-340 at (717) 774-8271.

ORIGINAL SIGNED by

James J. Ballough
Director, Flight Standards Service